

Practical Stress Management Advice

1. Time management

- i) Use check lists
- ii) Use a diary or organizer
- iii) Learn to prioritise
 - a. Important and urgent
 - b. Important but not urgent
 - c. Not important and not urgent – beware of procrastination!
 - d. Avoid letting the not urgent become urgent
- iv) Set goals
 - a. Set the goal
 - b. Ongoing actions
 - c. Immediate tasks
 - d. When one goal is almost achieved, set another to keep up the momentum
- v) Balance work and leisure

2. Increase exercise (preferably non-competitive)

3. Look at diet – what are you fuelling yourself with?

- i) Reduce caffeine consumption
- ii) Reduce consumption of refined sugars
- iii) Avoid excessive alcohol consumption
- iv) Eat a balanced diet
- vi) Take control of stress-related snacking

4 Get a good night's sleep

Instant de-stressors • The quieting reflex

- i) Close your eyes and identify what is irritating you.
- ii) Silently say to yourself: "sharp mind, relaxed body, I can deal with this".
- iii) Smile inwardly to yourself without using any facial muscles. Then allow the smile to spread to your facial muscles.
- iv) Breathe in slowly through your nose to the count of four. Imagine you are breathing in a warm relaxing colour.
- v) Breathe out slowly through your nose to the count of four. Imagine a dark sluggish colour as you release all unnecessary nervous tension. Notice your shoulders drop and your posture becoming increasingly relaxed.
- vi) Open your eyes and carry on with what you were doing